

Message Text

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44

ACTION DRC-01

INFO OCT-01 EUR-12 ISO-00 PER-03 L-03 OMB-01 DEAE-00 SNM-02

SCSE-00 SCA-01 OPR-02 A-01 PPTE-00 JUSE-00 TRSE-00

INSE-00 /027 W

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R 041235Z AUG 75

FM AMCONSUL DUSSELDORF
TO SECSTATE WASHDC 2672

UNCLAS DUSSELDORF 0974

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353 AND STATE 179745

1. THE CONSULATE GENERAL MAINTAINS NO SECRET FILES NOR ANY FILES NOT KEPT BY MOST FOREIGN SERVICE POSTS. THE ONLY RECORDS SYSTEMS THAT CONCEIVABLY MIGHT FALL UNDER THE PROVISIONS OF THE PRIVACY ACT OF 1974 ARE THE CONSULAR FILES, MOST OF WHICH CONTAIN ONLY INFORMATION THAT IS AVAILABLE IN THE DEPARTMENT OR OTHER WASHINGTON AGENCIES.

2. THE FOLLOWING RECORD SYSTEM DESCRIPTIONS FOLLOW THE FORMAT PRESCRIBED IN STATE 172353.

I. NAME OF RECORD: PASSPORT AND CITIZENSHIP FILES.

II. CATEGORY OF INDIVIDUAL: PERSONS FOR WHOM PASSPORT OR CITIZENSHIP SERVICES ARE PERFORMED OR WHO MAY SEEK TO OBTAIN SUCH SERVICES.

III. CATEGORY OF RECORD: INFORMATION, DOCUMENTS, AND APPLICATION FORMS FURNISHED BY APPLICANT OR RECEIVED FROM OFFICIAL SOURCES IN CONNECTION WITH U.S. CITIZENSHIP OR PASSPORT.
NOTATION OF SERVICES PERFORMED.

IV. AUTHORITY: IMMIGRATION AND NATIONALITY ACT,
VOLUME 8 OF FOREIGN AFFAIRS MANUAL.

V. ROUTINE USES: DEA- ININSTANCES WHERE THERE MAY HAVE BEEN A UNCLASSIFIED

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VIOLATION OF U.S. NARCOTICS LAWS.

INS- REGARDING A QUESTION OF AN APPLICANT'S U.S.
CITIZENSHIP.

VI. RECORD MANAGEMENT POLICY AND PRACTICE: STORAGE-
RECORDS ARE MAINTAINED IN FILE FOLDERS EXCEPT FOR
REGISTRATION AND LOOK-OUT CARDS ON 5" X 8" CARDS

RETRIEVABILITY - FILED IN ALPHABETICAL ORDER ACCORDING
TO SURNAME.

SAFEGUARDS - ACCESS TO FILES IS LIMITED TO APPROPRIATE
CONSULAR PERSONNEL. ALL PERSONNEL HAVE PRE-EMPLOYMENT
BACKGROUND INVESTIGATIONS. ONLY AMERICAN PERSONNEL WITH
SECURITY CLEARANCES HAVE ACCESS TO CLASSIFIED MATERIAL.

RETENTION AND DISPOSAL - CONGEN FOLLOWS INSTRUCTIONS
CONTAINED IN CONSULAR RECORDS SECTION OF RECORDS MANAGEMENT
HANDBOOK, APPENDIX B.

VII. SYSTEM MANAGER: CONSULAR OFFICER

VIII. SOURCES: US MILITARY SERVICES, INS, DEA, OFFICIAL
GERMAN SOURCES.

I. NAME OF RECORD: PROTECTION AND WELFARE FILES

II. CATEGORY OF INDIVIDUAL: AMERICANS WHO SEEK OR OBTAIN
ASSISTANCE FROM CONSULAR OFFICERS IN SUCH MATTERS AS:
ILLNESS OR INJURY, DESTITUTION, PROPERTY MATTERS, COMPLAINTS,
LEGAL CLAIMS, OBTAINING DOCUMENTS, TRADE MATTERS, FEDERAL
BENEFITS, ARRESTS, DEATH CASES, ETC.

III. CATEGORY OF RECORD: STATEMENTS AND DOCUMENTS OBTAINED
FROM THE INDIVIDUALS CONCERNED OR FROM ANY OTHER SOURCE
ON THE CASE.

IV. AUTHORITY: LEGISLATIVE AUTHORITY AND DEPARTMENTAL REGULA-
TIONS ARE CONTAINED IN VOLUME 7 OF THE FOREIGN AFFAIRS MANUAL.

V. ROUTINE USES: IN ASSISTING AMERICANS WITH INNUMERABLE
TYPES OF PROBLEMS SELECTED INFORMATION MAY BE MADE AVAILABLE
TO A U.S. OR GERMAN ORGANIZATION OR AGENCY WHOSE ASSISTANCE
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IS SOUGHT. IN NARCOTICS CASES INFORMATION MAY BE FURNISHED
TO DEA. POSSIBLE VIOLATIONS OF U.S. LAW MAY BE REPORTED
TO DEPARTMENTS OF JUSTICE, TREASURY, OR INS.

VI. RECORD MANAGEMENT POLICY AND PRACTICE: STORAGE --

FILE FOLDERS; FEDERAL BENEFITS ON NAME CARDS.

RETRIEVABILITY --BY NAME

SAFEGUARDS -- ACCESS TO FILES IS LIMITED TO APPROPRIATE
CONSULAR PERSONNEL, ALL OF WHOM HAVE HAD PRE-EMPLOYMENT

BACKGROUND INVESTIGATIONS. ONLY AMERICAN PERSONNEL WITH
SECURITY CLEARANCES HAVE ACCESS TO CLASSIFIED MATERIAL.

RETENTION AND DISPOSAL -- INSTRUCTIONS ARE CONTAINED IN
CONSULAR RECORDS SECTION OF RECORDS MANAGEMENT HANDBOOK,
APPENDIX B.

VII. SYSTEM MANAGER: CONSULAR OFFICER

VIII. SOURCES: FRIENDS AND RELATIVES OF INDIVIDUAL
CONCERNED, POLICE, HOSPITALS, LAWYERS, U.S. AND FOREIGN
GOVERNMENTS AGENCIES. KEASBEY

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 04 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
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Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750268-0654
From: DUSSELDORF
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750882/aaaacusy.tel
Line Count: 127
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION DRC
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 75 STATE 172353, 75 STATE 179745
Review Action: RELEASED, APPROVED
Review Authority: hartledg
Review Comment: n/a
Review Content Flags:
Review Date: 18 DEC 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <18 DEC 2002 by ReddocGW>; APPROVED <06 FEB 2004 by hartledg>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
06 JUL 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: IMPLEMENTATION OF THE PRIVACY ACT OF 1974
TAGS: AINF, OGEN
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006